

Memorandum

To : All Commissioners

Date :

From : Commission on Peace Officer Standards and Training

Subject: COMMISSION MEETING, May 20, 1966
Sacramento, California

PROPOSED AGENDA

1. Call to order 10:00 a.m.
2. Approval of Minutes - February 4, 1966, Arcadia
3. Approval of Expense Claims
4. Certification of Courses
 - a. Pre-Service Course
5. Office of Law Enforcement Assistance Personnel Recruitment Project Proposal
6. Proposed Revision of the Supervisory Course Specification
7. Miscellaneous Reports
 - a. Financial Status
 - b. Certificate Program Status
 - c. Basic and Supervisory School Status
 - d. Results of Study of Juvenile Officer Association Proposal
 - e. Report by Executive Officer on Out-of-State Meetings
8. Date and Location of Next Meeting
9. Adjournment

GEORGE H. PUDDY
Executive Officer

State of California
Department of Justice

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

MINUTES
May 20, 1966

Sacramento, California

The meeting was called to order at 10:00 a.m. by Chairman Seares. A quorum was present:

ROBERT S. SEARES
LOHN R. FICKLIN
DAN KELSAY
HOWARD W. CAMPEN
JOHN P. KENNEY, Representing the Attorney General

Also present:

GEORGE H. PUDDY, Executive Officer
JACK McARTHUR, Field Representative
KENNETH W. SHERRILL, Field Representative
CHIEF JOSEPH KIMBLE, San Carlos, California
SERGEANT DON OWEN, San Mateo, California

Absent:

ROBERT T. ANDERSEN
WILLIAM McCANN
MARTIN C. McDONNELL
THOMAS REDDIN
ALLEN B. COTTAR

APPROVAL OF MINUTES

MOTION by Commissioner Campen, seconded by Commissioner Kelsay, carried unanimously, that the Minutes of the February 4, 1966 meeting at Arcadia be approved as mailed to all Commissioners.

APPROVAL OF EXPENSE CLAIMS

MOTION by Commissioner Ficklin, seconded by Dr. Kenney, carried unanimously, that the following expense claims of the executive officer be approved:

EXPENSE CLAIMS
George H. Puddy
February 1 to May 20, 1966

February 3-4	Arcadia		
" 10-11	San Francisco		
" 24-25	Davis		
		Travel	\$ 64.25
		Living Costs	62.00
			<u>\$ 126.25</u>
March 4-5	Bakersfield		
" 14-15	Los Angeles		
" 18	San Francisco		
		Travel	\$ 100.10
		Living Costs	60.00
			<u>\$ 160.10</u>
April 10-12	Los Angeles		
" 30	Concord		
		Travel	\$ 64.00
		Living Costs	46.00
			<u>\$ 110.00</u>
May 1-6	Long Beach-Los Angeles		
" 13	Modesto		
		Travel	\$ 78.70
		Living Costs	104.50
			<u>\$ 183.20</u>
		Total Travel	\$ 307.05
		Total Living Costs	272.50
			<u>\$ 579.55</u>

CERTIFICATION OF COURSES

Pre-Service Course

Los Angeles Harbor Junior College, Wilmington, California

Mr. Puddy explained that this was the fourth college course of the four LA junior colleges that offer police science degrees to be offered for certification.

MOTION by Commissioner Campen, seconded by Commissioner Kelsay, carried unanimously, that the above pre-service course be certified.

OFFICE OF LAW ENFORCEMENT ASSISTANCE PERSONNEL RECRUITMENT PROJECT PROPOSAL

The executive officer explained that this proposal was developed in accordance with the OLEA's recommended procedures. The California Peace Officers' Association Executive Committee endorsed this proposal on May 11, 1966, at the CPOA Convention in Long Beach. They are willing to act as one of the sponsors. The California Highway Patrol provided its resources in helping to prepare the proposal and Commissioner Crittenden is willing to act as a sponsor.

Mr. Puddy reported that this project was discussed with Gene Muehleisen. After reviewing the content, he made some suggestions as to changes to enhance the possibilities of the proposal's acceptance. Mr. Puddy handed out copies of the changes recommended by Mr. Muehleisen. The Commissioners had been mailed copies of the proposal in advance of the meeting.

The Commission reviewed the changes and made suggestions for ways to improve the proposal. Among the suggested improvements was to footnote statistical references in appropriate sections of the proposal.

After a thorough discussion of the different sections of the proposal and the suggested changes, the Commission directed the executive officer to incorporate in the revised proposal the amendments agreed on in the discussion.

The Commission then discussed at length whether it should assume the responsibility, as contracting public agency, for operation of the project.

MOTION by Commissioner Ficklin, seconded by Commissioner Campen, carried unanimously, that the Commission on Peace Officer Standards and Training, State Department of Justice, assume the role of contracting agency to be aided by such staff as necessary to carry out the terms of the contract.

The Chairman took action to designate a special committee to review the revised proposal prior to the next meeting of the Commission in late August to help insure its acceptability and approval by the Commission at that meeting.

Commissioner Ficklin was designated Chairman and Mr. Campen and Dr. Kenney as members of the special committee.

PROPOSED REVISION OF THE SUPERVISORY COURSE SPECIFICATION

In the introduction of this item on the agenda the executive officer explained that when the specifications for the Supervisory Course were adopted, it was

designed to provide the teacher training courses necessary to qualify a student for a Standards Designated Subjects Teaching Credential (part-time). Within a few months after adoption of the specification, the State Department of Education increased the teacher training requirements for this credential which had the effect of thwarting the achievement of this objective.

Referring to the attached specification, Item #15, Job Analysis; #17, Lesson Plans; #20, Practical Application; and #21, Evaluation of Instruction were proposed for deletion. It was proposed that Item #14, How People Learn; #16, The Four Steps of Teaching; #18, Instructional Aids; and #19, Roll Call Training be retained for the purpose of providing police supervisors with training necessary to carry out at least the minimum functions and duties of teachers. The executive officer expressed the opinion that more time would be available to be devoted to the solid subjects relating to the elements of supervision if the more technical topics in teacher training are dropped.

It was further proposed that junior colleges be allowed to present the Supervisory Course in a one semester course of at least 3 units during which 54 hours of classroom study supplemented by at least 26 hours of outside work assignment including a term paper on a topic pertinent to the general subject of supervision.

After a discussion of the proposal, including the question of whether State-wide hearings would be necessary if changes are made in a specification, a motion was made.

MOTION by Commissioner Campen, seconded by Dr. Kenney, carried unanimously, that the executive officer prepare a recommendation on possible changes in the Supervisory Course and forward it to the Commissioners in advance of the next meeting in August.

Chief Joseph P. Kimble of San Carlos spoke in behalf of a revision of the Supervisory Course specification generally supporting a reduction in the number of topics in teacher training and for arrangements that would permit the presentation of the complete course in one normal college semester.

MISCELLANEOUS REPORTS

Financial Status

The Financial Report for the month of April 1966 was handed out to the Commissioners and discussed briefly. It was suggested that a change be made in the wording of the Financial Report. "Revenue" should be changed to "Receipts" for clarity.

Mr. Puddy then reported on contacts made with Mr. Floyd W. Johnson of the Controller's Office relating to efforts to insure that local courts were collecting assessments due the Peace Officer Training Fund. A copy of the notice sent by the State Controller to all County Auditors, accompanied by a complete description of Section 13521 of the California Penal Code, was as follows:

February 3, 1965

Dear (County Auditor)

Section 13521, Penal Code, provides for the levying of a penalty assessment when a fine is levied in connection with certain types of criminal offenses, and the deposit of the moneys in the Peace Officers Training Fund in the State Treasury. Attached is a copy of Section 13521.

A review of our records shows that penalty assessments collected by municipal and justice courts are being reported by all counties, but that relatively few counties are reporting any penalty assessments as having been collected by the Superior Court of the County. It is possible that remittances of the penalty assessment are not being properly identified as to source or that in some counties the Superior Court is unaware that the penalty assessment must be collected when a fine is levied.

We are requesting that you discuss the provisions of this law with the clerk of the Superior Court of your county to determine whether or not it is being complied with.

Very truly yours,

ALAN CRANSTON, STATE CONTROLLER

By

S. J. Cord, Chief
Division of Accounting

cc: County Clerk

Mr. Campen suggested that the staff continue with frequency to make inquiries to help insure that all money that is due to the Fund is legally collected.

Certificate Program Status

Mr. Sherrill reported that since January 1, 1964, 7,712 Basic Certificates have been issued. Since January 1, 1966, there have been 381 Intermediate and 901 Advanced Certificates issued. More Advanced than Intermediate Certificates have been issued because of Paragraph VIII C of the Specifications permitting temporary deviation from regular rules until July 1, 1966. A brief field inspection report was given to up-date previous reports.

Basic and Supervisory School Status

The Commission indicated a desire to determine the exact status of the various basic schools offering the Basic and Supervisory Course in different parts of the State. In compliance with this request, the staff conducted a comprehensive survey of each of the 46 basic schools now certified to operate. Copies of the chart produced in the analysis of the information received from the schools were made available to each of the members of the Commission.

Mr. McArthur explained the format of the chart and summarized the status of the schools as follows:

There have been 314 Basic Courses presented at certified schools since the beginning of the Commission's operations in 1960. 37 of the Basic Schools average more than 15 students per class, 9 average less than 14 students per class. The hours of instruction presented in a Basic School range from the minimum of 200 hours to a high of 820 hours. 38 of the 46 schools exceed the minimum 200 hours. Excluding the Los Angeles Police Department and Sheriff's Office, the average number of hours of all 42 academies is 252 hours. College affiliated courses average slightly more than non-college affiliated with 260 hours. 24 of the academies are either operated by junior colleges or affiliated with colleges. In general, the schools are in a healthy condition except for a few department run academies who go to the expense of conducting their own training of the few officers annually hired.

Results of Study of Juvenile Officer Association Proposal

The California Juvenile Officer Association proposed at the February 4 meeting that the required hours for Juvenile Procedures be increased beyond the 6 hours now in the specifications. After further study by the Association and the staff, the President of the Association, Captain W. Louis Richey, informed the Commission that the only recommendation that they now are making was that the Commission strongly encourage Basic Schools to use some of the elective hours available in the Basic Course to expand the offer-

ings in Juvenile Procedures to 8 or as high as 10 hours. They have provided the staff with a revised edition of the recommended Juvenile Procedures course. Since the Association in effect withdrew their original proposal, no action was necessary by the Commission in this matter.

Report by Executive Officer on Out-of-State Meetings

The Commission authorized the executive officer to attend a meeting in early February of an Advisory Committee on Personnel Selection of the National Crime Commission in Washington, D. C., at the National Crime Commission's expense. The executive officer was also authorized to attend a meeting of college police educators sponsored by the I. A. C. P. at Michigan State University, East Lansing, Michigan, in early April.

The executive officer described the purpose of the Washington meeting with the Commissioners during the noon hour stating that the recommendations had been made to the National Crime Commission to adopt standards for personnel selection that would ultimately be applied throughout the country.

A feature of the meeting in East Lansing was the attendance by the executive officer, together with the executive officers of police training programs in New York, New Jersey and Oregon, at a meeting of the Michigan State Law Enforcement Training Council in the State House, Lansing. Because the Michigan law is very similar to the California Peace Officer Standards and Training Act, including the program for fines assessment, the Council displayed great interest in the executive officer's description of the operations of our Commission. The California Commission has provided support and assistance to the State of Michigan in their efforts to establish the Training Council. It was concluded that Michigan will likely establish a successful training program in their state because of the presence of some 15 colleges in a relatively small state that will assist in developing a comprehensive peace officer training program on the local level.

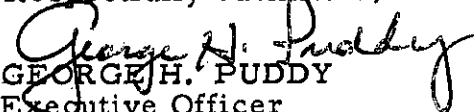
DATE AND LOCATION OF NEXT MEETING

It was agreed that the tentative date for the next meeting of the Commission be established for August 26 in the vicinity of Morro Bay, San Luis Obispo County, California. The Chairman will notify individual Commissioners of the exact arrangements for the next meeting.

ADJOURNMENT

The meeting adjourned at 1:15 p.m.

Respectfully submitted,


GEORGE H. PUDDY
Executive Officer

SPECIFICATION (Current)
March 18, 1964

Subject: THE SUPERVISORY COURSE

In accordance with Section 1005 (c) of the Rules and* Regulations, the supervisory course consists of a minimum of 80 classroom* hours and shall include the subjects set forth as follows:

1. Introduction and Scope of the Course
2. Duties and Responsibilities of the Police Supervisor
3. The Supervisor's Relationship to Police Management
4. Communication Principles
5. Handling and Preventing Complaints
6. Motivating Employees to Work
7. Leadership
8. Psychological Aspects of Supervision
9. Morale and Discipline
10. Performance Appraisal and Rating Procedures
11. Supervisory Decision Making
12. Making Duty Assignments
13. The Supervisory Training Function
14. How People Learn
- *15. Job Analysis
16. The Four Steps of Teaching
- *17. Lesson Plans
18. Instructional Aids
19. Roll Call Training
- *20. Practical Application
- *21. Evaluation of Instruction
22. Written Examinations

* _____ = Proposed Deletion from Specification

PROPOSED SPECIFICATION

Subject: THE SUPERVISORY COURSE

In accordance with Section 1005 (c) of the Commission's Regulations, the supervisory course consists of a minimum of 80 hours and shall include the subjects set forth as follows:

1. Introduction and Scope of the Course
2. Duties and Responsibilities of the Police Supervisor
3. The Supervisor's Relationship to Police Management
4. Communication Principles
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12. Making Duty Assignments
13. The Supervisory Training Function
14. How People Learn
15. The Four Steps of Teaching
16. Instructional Aids
17. Roll Call Training
18. Written Examinations

The prescribed minimum course may be presented following one of the schedules listed below:

1. Consecutive working days until the 80 hour course is completed.
2. Intermittently, one or more days in consecutive weeks until the 80 hour course is completed.
3. In one 4 1/2 month semester or in two 3 month quarter system semesters course during which at least 54 hours of classroom instruction are completed. The classroom instruction must be supplemented by at least 26 hours of outside classroom assignment made to each student by the instructor of record including, but not limited to, a written term paper on a topic pertinent to the general subject of supervision.